



## MIGRATION AND REFUGEE SERVICES

### **Resettlement Case Manager (Part-time – 20 hours/week)**

**Location:** Manassas, VA

#### **Summary:**

The Resettlement Case manager is responsible for the direct management of individual refugee cases (including minor children), timely delivery of core services, and consistent documentation of services to each refugee family assignment. The goal of the resettlement case manager is to manage multiple community and internal resources for the benefit of the client and to follow MRS policies in the area of resettlement services. Case managers may also provide Match Grant services when necessary. The case manager should also manage relationships with refugee anchors and coordinate the delivery of supplies to newly arriving refugee families (with the resource coordinator), and provide all necessary referrals. Ultimately, the case manager's goal is to increase his/her own individual resettlement capacity. The Resettlement Manager will assist the Resettlement Case Manager in creating a plan to achieve this goal.

#### **Responsibilities:**

- Coordinate the reception of refugee families or minor children upon arrival
- Coordinate initial services for arriving refugees
- Coordinate services with other agencies and service providers
- Maintain well-organized case notes and client files
- Provide information for Monthly Reports
- Client tracking and follow up

#### **Requirements:**

- Bachelor's degree
- 3 years relevant work experience
- Must be able to communicate effectively in writing and verbally both internally, and to clients and external agencies. Must also be able to represent Catholic Charities and MRS at conferences, trainings, and meetings in the community.
- Must be a proactive player and create a cooperative and positive relationship with clients and anchors.
- Must be able to assist clients to solve difficult problems under pressure.
- Must be able to consistently work towards self-sufficiency with all clients and reflect the mission and the goals of the agency with minimal day-to-day supervision.
- Should be able to work independently when needed and may also seek guidance from the Resettlement Manager.
- Must attend regular supervision meetings, case consultations, and assist with the development of crisis mitigation strategies. Also, the Case Manager must be prepared to assist with annual projections and reports by providing timely and accurate data.



**CATHOLIC CHARITIES**  
Diocese of Arlington

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- Must be able to keep informed of the social services policies and practices in all counties and localities where the case manager is active.
- Manage own learning and identify trainings and seminars that would be beneficial to self and other staff.
- Proficient in Microsoft Word and Office products.
- Must have a valid driver's license
  
- Please send a cover letter with salary requirements and resume to [jobs@ccda.net](mailto:jobs@ccda.net)
- No phone calls, please. EOE.